TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

Position Title: **Admissions Officer**
Contract Term: **12-month**
Accountable To: **Vice President of Student Affairs (VPSA)**
Salary: **$42,042 - $45,646**

Summary of Position: This position is the point of contact for the Admissions Office. Assists in meeting the enrollment goals through timely and accurate processing of admissions applications. Will manage inquiries for information through phone, department email, social media, and in-person.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative duties requiring a high degree of accuracy in managing student admission records within the Jenzabar system. Responsible for activities and tasks that result in moving students through the enrollment process which includes prospect generation, inquiry management, application completion, and admission to enrollment. Works with the Director of Enrollment Services in scheduling recruitment activities. Work outside of normal business hours is required. Travel may be required.

Personal Contacts: This position requires intensive contact with current students, prospective students, Strategic Enrollment Management Committee, parents, and the public. Meets with students and prospective students on regular basis.

Supervision Received: VPSA on a daily basis through face-to-face meetings, department meetings and email.

RESPONSIBILITIES:

- Maintain communications and assist prospective students with application and financial aid processes.
- Meet with prospective students and families that visit the TMC campus.
- Verify the identity and documentation of all incoming applications to detect and prevent fraudulent or ghost applications.
- Require and verify supporting documentation, including government-issued photo ID, official transcripts, and tribal enrollment verification where applicable, prior to granting full admission.
- Determine the admission status of students.
- Assist with orientation / early registration as needed.
- Facilitates a smooth admissions process for new, transfer, and returning students following established policy and procedures for the admissions process.
- Interprets and communicates college admissions policies, academic policies, and student services procedures to students, parents, and the public.
- Notifies student of admissions status in a timely manner; work with incomplete applicants to ensure they submit the required documentation for acceptance.
- Identify, track, and maintain information in the Admissions module.
- Review student records for red flags such as duplicate IP addresses, duplicate or invalid contact details, inconsistent academic histories, or unusual enrollment patterns.
- Works with the Financial Aid and IT offices to flag, hold, and report suspected fraudulent accounts prior to financial aid disbursement.
- Assist in the development and maintenance of the TMC recruitment and retention plan.

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- Works with the IT department to ensure that all information on the TMC website pertaining to Admissions is up-to-date and accurate.
- Collaborate with the Director of Enrollment Services and the Coordinator of Student Success in recruiting efforts.
- Build and maintain relationships with local high schools for recruitment purposes.
- Assist in planning the annual College Awareness Day and other events and activities that promote college awareness and community engagement.
- As part of outreach, plan, organize, and represent the college at summer parades, community festivals, and seasonal powwows to increase visibility and support student recruitment. Participation in summer parades is required.
- Coordinate parade logistics, including float design, signage, giveaways, and recruitment materials.
- Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: The following knowledge will be helpful in this position: Knowledge of academic institutions and academic curriculum evaluation; principles and practices of College Admissions policies; recruitment principles of good practice; Native American population and Turtle Mountain Band of Chippewa culture; federal, state, and tribal laws regarding students, records, and privacy, which includes but is not limited to FERPA.

Skills: Must possess good customer service skills.

Abilities: This position requires effective organizational skills, quality public speaking ability, accuracy in maintenance of records; maintains a high level of confidentiality; strong oral, written, interpersonal and electronic communication skills; commitment to detail and follow up; ability to multi-task; and exceptional telephone skills.

REQUIRED QUALIFICATIONS:

- Associate Degree.

Revised: 8/22, 9/22, 3/23 , 3/24, 5/24, 7/26, 11/26